

SCOPE OF WORK

ADDRESS: 29 Fitzherbert Terrace- Embassy

GENERAL DESCRIPTION:

The American Embassy of **Wellington, New Zealand** requires the Contractor to maintain the elevators in a safe, reliable and efficient operating condition.

SCOPE FOR SERVICING ELEVATORS:

The Contractor shall provide all necessary managerial, administrative and direct labor personnel, and as well as all necessary transportation, equipment, tools, repair parts, supplies and materials required to perform inspection, maintenance, repair, and component replacement as required to maintain the elevators in accordance with the manufacturer's specifications. Under this scope the Contractor shall provide:

- the services of a trained elevator mechanic on a **monthly** basis to check and repair equipment operation and perform scheduled and preventive maintenance;
- Once only, **annual** service that will include full maintenance check & load testing of elevator.
- appropriate, same day, service in response to an elevator malfunction trouble call; and after-hours emergency minor adjustment callback service

HOURS OF PERFORMANCE

The Contractor shall schedule all routine maintenance and repair work during normal building hours which are defined as 8:00 to 17:00 Monday to Friday, excluding local and bank holidays, unless approved in advance by the FM Supervisor.

WORK REQUIREMENTS

The Contractor shall provide full service to meet routine maintenance requirements. The Contractor shall maintain elevators so that the elevators are in a safe and efficient operating condition at all times. In the event of a break down, the Contractor shall make every effort to immediately return the elevator to an operating condition.

SUMMARY OF SERVICES - Traction and Winding Drum Elevators

To maintain the designated "Traction" type elevators, (including geared, gearless, DC drive and AC drive machines), and "Winding Drum" type elevators in accordance with the manufacturer's specifications, the Contractor shall perform all of the following services:

1. examine, clean, lubricate, adjust, repair, and replace:
 - elevator machines,
 - motor generators,
 - solid state drives,

- controllers,
 - selectors,
 - dispatcher & relay panels and parts thereof, including:
 - hoisting motors,
 - selector motors,
 - worms & gears,
 - bearings,
 - rotating elements,
 - brake magnet coils,
 - brushes and commutators,
 - brake shoes,
 - brake linings & pins,
 - windings & coils,
 - contacts & relays,
 - resistors & transformers,
 - and solid state devices;
2. keep guide rails properly lubricated except where roller guides are used;
 3. repair or replace guide shoe gibs or rollers;
 4. replace inoperative position indicator and car/hall call lamps;
 5. repair or replace control cables;
 6. examine clean, lubricate, adjust, repair or replace the safety devices including interlocks, door closers, buffers, overspend governors, car & counterweight safeties, limit switches, landing & slowdown switches, door protective devices and alarm bells;
 7. replace wire ropes and equalize the tension of the hoisting ropes;
 8. examine, evaluate, and when needed, regroove or replace all sheaves and sheave assemblies, including drive sheaves, governor tension sheaves and compensating sheaves;
 9. examine, lubricate, adjust, repair and replace car & corridor operating stations, car & corridor hangers & tracks, door operating devices, door gibs and car fans;
 10. clean elevator machine rooms, hatch equipment, rails, inductors, relaying devices, switches, buffers, and car tops;
 11. dismantle, clean, examine, replace worn parts, lubricate, reassemble, and adjust brake plunger assemblies;
 12. refasten/resocket the hoisting ropes, using the babbitt socketing method procedure, on an annual basis for winding drum machines located over the hoist way or on a 2-year basis for machines located below or at the side of a hoist way.
 13. provide "emergency service" assistance to correct major elevator problems occurring after normal working hours.

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REQUIREMENTS

The Contractor shall provide a trained mechanic to inspect and service the elevator every month of the year. The elevator mechanic shall sign off on every item of Elevator checklist. The elevator mechanic

shall leave a copy of this signed checklist with the FM Supervisor or the FM Supervisor's designate following that week's routine maintenance visit. This monthly inspection and servicing shall include, but not be limited to, the following tasks:

1. Ride all cars to detect and repair any improper operation of the car doors, hoist way doors, acceleration, leveling accuracy on the floor stops, and the action of the machine brake;
2. Check and make necessary repairs to assure proper operation of retractable doors;
3. Review elevator's performance with the FM Supervisor, or the designated representative, to determine if any malfunctions have occurred in connection with the operation of the cars since the most recent previous scheduled routine maintenance visit;
4. Investigate any malfunctions which have occurred, devoting special attention to any problem involving unsafe operations, and make repairs as necessary;
5. Examine car stations and call buttons and replace any damaged switches, burned out lamps, bulbs and broken buttons, defective fixtures, switches, covers, and related hardware;
6. Trouble shoot any failure to equipment, lighting and receptacle electrical circuits;
7. Report findings to the FM Supervisor or the FM Supervisor's designee including identification of failed equipment and reason for failure;
8. Leave signed and dated copy of the Maintenance Checklist and also leave signed and dated copies of any other monthly and annual checklists if those are completed during the subject visit;
9. Maintain emergency light units in operable condition.

Quotes:

- To arrange a site visit, contact Maggie on 04 462 6054 or email johnsma@state.gov
- E-mail Quotes to Bengreedj@state.gov and johnsma@state.gov
- Quotes to include:
 - Cost breakdown for each section:
 - Point of contact
 - Business letter head
 - Details of work to be completed
 - Subtotal, GST and Total figure in New Zealand dollars.

For any job related question please contact:

Damian Bengree

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Maggie Johns

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